

## EMPLOYEE / CONTRACTOR DEPARTURE CHECKLIST

Michigan Department of Licensing and Regulatory Affairs

**Instructions:** Prior to departure, complete all information, obtain necessary signatures, and distribute as noted in instructions on page 2.

1. Reason for Departure <input type="checkbox"/> Leaving State Government <input type="checkbox"/> Transferring to Another State Department <input type="checkbox"/> Transferring to another area in LARA		
2. Name (Please Print):	3. Employee ID Number:	4. Departure Date:
5. Office / Division / Section / Unit:		

ASSETS	IT SECURITY								
<input type="checkbox"/> Laptop, supporting equipment, and cords <input type="checkbox"/> Desktop computer, supporting equipment, and cords <input type="checkbox"/> Desk phone (to delete or reassign as needed) <input type="checkbox"/> Collect wireless Internet/remote access devices (SecurID tokens/cards) <input type="checkbox"/> Collect equipment and portable devices (i.e., phones, tablets, USB drives, external hard drives, tools, equipment, radios, manuals, calculators, etc.) <input type="checkbox"/> Remove computer workstation components that have been deployed for telecommuting assignments <input type="checkbox"/> Transfer computer workstation ownership to supervisor by running PDI scan on departing employee's workstation(s) using a Custodial I.D. Click the URL below for instructions: <a href="http://assets.state.mi.us/itam/Documents/PDI_Workstation_Rescan_Instructions_040506.DOC">http://assets.state.mi.us/itam/Documents/PDI_Workstation_Rescan_Instructions_040506.DOC</a> <input type="checkbox"/> Delete Network & System Access by completing the Network User ID Request ( <a href="#">DTMB-0161</a> ) <input type="checkbox"/> Ergonomic/Accommodation Equipment (if separating from State).	<table border="1"><tr><td><input type="checkbox"/> Outlook</td><td><input type="checkbox"/> Distribution Database</td></tr><tr><td><input type="checkbox"/> MIDB/BO</td><td><input type="checkbox"/> MAIN</td></tr><tr><td><input type="checkbox"/> DCDS</td><td><input type="checkbox"/> RACF</td></tr><tr><td><input type="checkbox"/> MAP</td><td><input type="checkbox"/> Other</td></tr></table> <p><b>Travel Advance – Contact Finance immediately upon notice of departure at (517) 241-1040 or (517) 335-3782</b></p> <p><input type="checkbox"/> Employee does not have an outstanding travel advance.</p> <p><input type="checkbox"/> Employee has an outstanding travel advance in the amount of: \$_____</p> <p>On this date _____, the Supervisor/Liaison _____ verified the above travel advance information with the following staff person in Finance / Accounts Payable _____</p>	<input type="checkbox"/> Outlook	<input type="checkbox"/> Distribution Database	<input type="checkbox"/> MIDB/BO	<input type="checkbox"/> MAIN	<input type="checkbox"/> DCDS	<input type="checkbox"/> RACF	<input type="checkbox"/> MAP	<input type="checkbox"/> Other
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<input type="checkbox"/> MAP	<input type="checkbox"/> Other								

FACILITY SECURITY	COLLECT PASSWORDS								
<input type="checkbox"/> Return State of Michigan ID / Parking Key DTMB Parking Office <input type="checkbox"/> Return Building After Hour Access Card to DTMB Parking Office <input type="checkbox"/> Collect building access cards and/or door, cabinet, cubicle keys <input type="checkbox"/> Delete all facility access by completing Access Control Online ID Card Service ( <a href="#">DTMB-0624</a> ) <input type="checkbox"/> Other	<table border="1"><tr><td><input type="checkbox"/> Network / Computer</td><td><input type="checkbox"/> Screen Saver</td></tr><tr><td><input type="checkbox"/> Outlook</td><td><input type="checkbox"/> Voicemail</td></tr><tr><td><input type="checkbox"/> Bureau Specific Databases</td><td><input type="checkbox"/> Smart Device (to wipe or reassign)</td></tr><tr><td><input type="checkbox"/> Other</td><td></td></tr></table>	<input type="checkbox"/> Network / Computer	<input type="checkbox"/> Screen Saver	<input type="checkbox"/> Outlook	<input type="checkbox"/> Voicemail	<input type="checkbox"/> Bureau Specific Databases	<input type="checkbox"/> Smart Device (to wipe or reassign)	<input type="checkbox"/> Other	
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<input type="checkbox"/> Other									

EMPLOYEE EXIT QUESTIONNAIRE	OTHER
<input type="checkbox"/> Exit interview link provided to employee: <a href="#">Exit Interview</a> <input type="checkbox"/> Employee Departure Report Form (Complete <a href="#">CS-301</a> ) <i>Return completed CS-301 to fax #: 517-373-6526 or mail to:</i> <b>LARA OHR</b> <b>611 W. Ottawa, 4<sup>th</sup> fl</b> <b>Lansing, MI 48933</b>	<input type="checkbox"/> Phone Calling Cards <input type="checkbox"/> Procurement Card (including card used for Hotels) <input type="checkbox"/> State Vehicle Credit Card <input type="checkbox"/> State Vehicle Keys <input type="checkbox"/> State Vehicle Log <input type="checkbox"/> Remove from Telephone Directory <input type="checkbox"/> Enter final hours in DCDS <input type="checkbox"/> Remove from BYOD <input type="checkbox"/> Cancel Stipend

<b>I hereby acknowledge the return / completion of the items listed above.</b>	
Employee Signature	Date
Supervisor Signature	Date

## Instructions for Completing Employee Departure Checklist

- Complete entire form indicated.
- Supervisor or bureau liaison must contact the Finance Office to verify whether the departing employee has an outstanding travel advance and to obtain the dollar amount of the advance. The name of the Finance staff member's name must be indicated on the form. If there is an outstanding travel advance, you must fax this form to the Finance Office as soon as possible so that the travel advance is taken from the employee's final pay check. Do not wait to fax the copy to Finance while waiting on other information for the form.
- Check all boxes where equipment was issued. If bureau specific items were issued, list them on a separate sheet of paper, if necessary. If any issued item was not returned, indicate "what and why" on the separate sheet also. Provide statewide exit interview link to employee. The CS-301 Employee Departure Report form must be completed and sent to OHR for all employees leaving LARA; obtain employee signature whenever possible.
- Collect all cards / permits issued to employee. Check the items received.
- Collecting the employee's passwords can assist you in changing voice mail and e-mail messages to provide notification of the employee's departure and provide new contact information for callers. DCDS access will be terminated upon receipt of the CS-301 Employee Departure form by OHR. If the employee has MIDB/BO access, you must notify the Finance Office of the employee's departure so that access is removed. You must contact DTMB (via the DTMB-0161) to inactivate network/computer security access and secure access. The agency must remove access to agency specific programs.
- Both supervisor (or liaison) and departing employee must sign this form to certify that all issued items have been returned to the State of Michigan. The supervisor/liaison should maintain the original form in their files for future reference. A copy must be mailed, e-mailed, or faxed to OHR (517-373-6526) along with the CS-301 Employee Departure Report for inclusion in the employee's personnel file.